

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
Title I Employee Documents (Fe...	04/23/2021	Sarah Shealy	Federal Programs Fin...
ESSER II Plan Submission	04/30/2021	Haley Perez	Federal Programs Fin...
2021-2022 Academic Calendar	04/30/2021	Jason Jones	PowerSchool and IT
March 2021 Journal Entry Uploa...	04/30/2021	John Li	Finance
Test Dates Confirmation	04/28/2021	Christy Junkins	Assessment
Student, Parent, and Teacher O...	04/23/2021	Christy Junkins	Leadership
FY20 CSI 2020-2021 Employee Do...	04/23/2021	Sarah Shealy	Federal Programs Fin...
CRF Semi Annual Certifications...	04/20/2021	Ciera Bing	Federal Programs Fin...
ESSER AMENDED Semi Annual Cert...	04/20/2021	Ciera Bing	Federal Programs Fin...
Title I AMENDED Semi Annual Ce...	04/20/2021	Ciera Bing	Federal Programs Fin...
Red Cross Training Sign In She...	05/07/2021	Sarah Shealy	Title IV
FY22 Preliminary Budget	04/30/2021	John Li	Finance
Monthly MTSS Coordinators Trai...	03/21/2021 - 04/21/2021	Celina Patton	Special Education an...
Coker University Scholarships ...	03/22/2021 - 06/18/2021	Paula Gray	Human Resources and ...
Local Board Approved (LBA) Cou...	03/30/2021 - 04/29/2021	Christy Junkins	Leadership, PowerSch...
FY21 Title I Parent and Teache...	04/06/2021 - 04/23/2021	Sarah Shealy	Title I
Monthly SPED Coordinators Trai...	04/11/2021 - 05/11/2021	Celina Patton	Special Education an...
Quarterly Title III Coordinato...	04/13/2021 - 05/13/2021	Celina Patton	Title III ESOL
Student Not Tested Coding in P...	04/15/2021 - 05/31/2021	Jason Jones	PowerSchool and IT
PowerScheduler Training	04/15/2021 - 04/29/2021	Jason Jones	PowerSchool and IT
Monthly MTSS Coordinators Trai...	04/19/2021 - 05/19/2021	Celina Patton	Special Education an...
May 2021 PowerSchool Admin Mon...	04/20/2021 - 05/20/2021	Zenobia Ealy	PowerSchool and IT

Submission: Title I Employee Documents (February Amendments) 2020-2021

Department: Federal Programs Finance

Due Date: 04/23/2021

Details: If the positions in question have not been hired yet, submit only the Staff List with the names "Not Hired" and the proposed FTE and monetary amounts. You will be exempted from the rest of the documentation for these empty positions. (Please note: At this time, these salaries have not yet been approved in the school Title I plan. These documents are needed to obtain approval and late submissions will delay the plan approval process.) Please ensure to submit the required items for all employees included in your school's attached list.)

Submission: ESSER II Plan Submission

Department: Federal Programs Finance

Due Date: 04/30/2021

Details: Please submit your schools ESSER II plan at: <https://erskinecharters.formstack.com/forms/esseriify21> (After completing the form, please upload the PDF Submission that was emailed via Formstack for the school's and Institute's records.) Extensions will be granted if needed. If you are requesting an extension, please contact Haley Perez to be marked as Exempt from this submission. Please keep in mind that ESSER I must be spent before ESSER II.

Submission: 2021-2022 Academic Calendar

Department: PowerSchool and IT

Due Date: 04/30/2021

Details: Please upload your 2021-2022 board approved academic calendar. Reminder: the calendar should include 180 instructional days along with 3 make-up days.

Submission: March 2021 Journal Entry Upload

Department: Finance

Due Date: 04/30/2021

Details: As outlined in Section 8.7, Monthly and quarterly reporting, of the Charter Contract, the School shall be responsible for entering a monthly upload of all financial transactions in the format prescribed by the Sponsor by the 15th day of the subsequent month and a yearly upload of the audited adjustments by November 15. In addition, the School shall be responsible for submitting a quarterly financial statement in the format prescribed by the Sponsor by the 15th day of the month following the end of each quarter. The Parties agree that it is the responsibility of the Sponsor to use any financial information it obtains, including reports and audits, to monitor the fiscal condition and compliance of the School.

Submission: Test Dates Confirmation

Department: Assessment

Due Date: 04/28/2021

Details: Confirm your school's testing dates. Please contact Christy Junkins with any questions.

Submission: Student, Parent, and Teacher Opinion Surveys

Department: Leadership

Due Date: 04/23/2021

Details: Provide the dates for completion of the student, parent, and teacher opinion surveys. Please contact Christy Junkins if you have any questions.

Submission: FY20 CSI 2020-2021 Employee Documents

Department: Federal Programs Finance

Due Date: 04/23/2021

Details: Please submit the required documents for FY20 CSI-funded employees within your school. (This submission is based on the submitted FY20 CSI-funded employees in your plan.) IMPORTANT: If your FY20 CSI plan does NOT include benefits, you have been marked as "Exempt" from the benefits breakout upload. You do NOT have to upload any document into this box. These documents are required prior to reimbursement in SmartFusion.

Submission: CRF Semi Annual Certifications July-Dec 2020

Department: Federal Programs Finance

Due Date: 04/20/2021

Details: As a federal requirement, all employees that are being funded with federal funds must complete a time and effort report.

**If your school already has a form in place...

1. A separate form must be completed for each individually funded employee (Please DO NOT submit one form with everyone listed as this will need to be filed with each employee's supporting documentation)
2. OMB Circular A-87 should NOT be listed on your Semi Annual forms as this circular no longer exists.
3. If an employee was hired mid year, please reflect the correct hiring dates on the form.

If Semi Annual Certifications for the 1st semester are not received by Apr. 20, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: ESSER AMENDED Semi Annual Certifications July-Dec 2020

Department: Federal Programs Finance

Due Date: 04/20/2021

Details: As a federal requirement, all employees that are being funded with federal funds must complete a time and effort report.

**If your school already has a form in place...

1. A separate form must be completed for each individually funded employee (Please DO NOT submit one form with everyone listed as this will need to be filed with each employee's supporting documentation)
2. OMB Circular A-87 should NOT be listed on your Semi Annual forms as this circular no longer exists.
3. If an employee was hired mid year, please reflect the correct hiring dates on the form.

If Semi Annual Certifications for the 1st semester are not received by Apr. 20, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: Title I AMENDED Semi Annual Certifications July-Dec 2020

Department: Federal Programs Finance

Due Date: 04/20/2021

Details: As a federal requirement, all employees that are being funded with federal funds must complete a time and effort report.

**If your school already has a form in place...

1. A separate form must be completed for each individually funded employee (Please DO NOT submit one form with everyone listed as this will need to be filed with each employee's supporting documentation)
2. OMB Circular A-87 should NOT be listed on your Semi Annual forms as this circular no longer exists.
3. If an employee was hired mid year, please reflect the correct hiring dates on the form.

If Semi Annual Certifications for the 1st semester are not received by Apr. 20, 2021 due date, the school's reimbursement for salaries and benefits will be delayed until received.

Submission: Red Cross Training Sign In Sheets

Department: Title IV

Due Date: 05/07/2021

Details: After your school completes their Red Cross Training Sessions, please upload the completed sign in sheets. There should be 1 sheet per session/instructor.

Submission: FY22 Preliminary Budget

Department: Finance

Due Date: 04/30/2021

Details: As outlined in Section 8.1, Budget, of the Charter Contract, the School must use the same budget codes as are required of school districts in the State. The budget shall be based on documented SCDE estimated revenues in accordance with the allocations in S.C. Code Ann. § 59-40-140(A)-(C). The School shall establish and maintain adequate operating reserves in order to avoid possible financial hardships. When determining the reserve amount, the School shall take into account such factors as the School's mission and longterm strategy, current and future commitments and day-to-day operating costs. On or before April 30 of each year, the School shall submit to the Sponsor the School's preliminary proposed budget for the upcoming school year, with the School's final budget submitted to the Sponsor by July 01 subject to modifications throughout the year as are required or are permitted.

Announcement: Monthly MTSS Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 03/21/2021

End Date: 04/21/2021

Details: This MTSS Training will be held for MTSS Coordinators on April 21. More information will follow.

Announcement: Coker University Scholarships for Graduate Degrees

Contact Person: Paula Gray

Department(s): Human Resources and Benefits

Start Date: 03/22/2021

End Date: 06/18/2021

Details: Coker University is providing scholarship opportunities to teachers that wish to advance their career with a graduate degree. Please see the attached information.

Announcement: Local Board Approved (LBA) Courses Procedures Memo

Contact Person: Christy Junkins

Department(s): Leadership, PowerSchool and IT

Start Date: 03/30/2021

End Date: 04/29/2021

Details: Please read the attached memo in reference to Local Board Approved Courses

Announcement: FY21 Title I Parent and Teacher Feedback Survey Results

Contact Person: Sarah Shealy

Department(s): Title I

Start Date: 04/06/2021

End Date: 04/23/2021

Details: Please see the included memo for links to the results of your school's Parent and Teacher Title I Feedback surveys, including an excel file with their individual comments. This data will be crucial as your school completes the Comprehensive Needs Assessment for 2021-2022. The Charter Institute at Erskine strongly recommends sharing this data with school leadership and the school board.

Announcement: Monthly SPED Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 04/11/2021

End Date: 05/11/2021

Details: This SPED Training will be held for SPED/504 Coordinators on May 11. More information will follow.

Announcement: Quarterly Title III Coordinators Training

Contact Person: Celina Patton

Department(s): Title III ESOL

Start Date: 04/13/2021

End Date: 05/13/2021

Details: This Title III Training will be held for Title III Coordinators on May 13. More information will follow.

Announcement: Student Not Tested Coding in PowerSchool

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 04/15/2021

End Date: 05/31/2021

Details: For 2020-2021, the SCDE will continue to collect Students Not Tested (SNT) data from PowerSchool for all applicable assessments: EOCEP Fall administration; SC READY and SCPASS; Alternates for SC READY, SCPASS and EOCEP; EOCEP Spring; and Access for ELLs and Alternate Access for ELLs. HOWEVER, the SCDE will not process SNT for exclusionary reasons. This means the SCDE will not be collecting supporting documentation for reasons where exclusions to the accountability calculations would normally apply.

Attached are the Combined 2021 Students Not Tested Guidelines (SNT) for Elementary/Middle/High School and alternate assessments. Also, included are the instructions (Reasons for Students Not Testing_StudentsNotTested_PowerSchool_Page_2021) for reporting in PowerSchool all your eligible students who do not test. Please review these documents carefully as the information you provide to SCDE, regarding students who do not test, may impact, federal reporting.

Announcement: PowerScheduler Training

Contact Person: Jason Jones

Department(s): PowerSchool and IT

Start Date: 04/15/2021

End Date: 04/29/2021

Details: Recognizing the important task of creating viable student schedules for the upcoming year, the Charter Institute at Erskine is sponsoring a professional development training for PowerSchool Admins for scheduling. "PowerScheduler" is the engine within PowerSchool that schools utilize to create, build, and load master schedules for students in the upcoming school year. The Charter Institute at Erskine is working with a vendor "Power Student Information Systems & Joint Solutions" (aka PSISJS) to provide a remote online training for PowerScheduler to each school. The Institute will be paying for one seat per school to attend this training. This is a 2-day online training from 9:00-4:00 both days. There are two choices for schools to select which dates work best for them. Links to register are below.

Details regarding signup times are here:

April 20-21; <https://register.gotowebinar.com/register/2882168935767480848>

April 28-29; <https://register.gotowebinar.com/register/5747678756834141454>

Announcement: Monthly MTSS Coordinators Training

Contact Person: Celina Patton

Department(s): Special Education and 504

Start Date: 04/19/2021

End Date: 05/19/2021

Details: This MTSS Training will be held for MTSS Coordinators on May 19. More information will follow.

Announcement: May 2021 PowerSchool Admin Monthly Webinar

Contact Person: Zenobia Ealy

Department(s): PowerSchool and IT

Start Date: 04/20/2021

End Date: 05/20/2021

Details: This PowerSchool Training will be held for PowerSchool Admins on May 20. More information will follow.